

## Filing Requirements - Chapter 11

The following documents must be filed to commence a case under Chapter 11.

### **Chapter 11 - Filing Fee \$1,717.00**

1. Voluntary Petition (Official Form 101 for individuals, 201 for non-individuals)
2. Attachment to Voluntary Petition for Non-Individuals Filing for Bankruptcy Under Chapter 11 (Official Form 201 A) (corporate Chapter 11 debtors that are publicly held) (due within 7 days)
3. List of Creditors Holding 20 Largest Unsecured Claims (Official Form 104 for individuals, 204 for non-individuals)
4. Summary of Assets and Liabilities (includes Certain Statistical Information for non-individuals) (Official Form 106Sum for individuals or 206Sum for non-individuals) (due within 14 days)
5. Schedules (Official Forms 106 series for individuals or 206 series for non-individuals) (due within 14 days)
6. Declaration About an Individual Debtor's Schedules (Official Form 106Dec) (individuals only) (due within 14 days)
7. Declaration Under Penalty of Perjury for Non-Individual Debtors (Official Form 202) (non-individuals only) (due within 14 days)
8. Statement of Financial Affairs (Official Form 107 for individuals or 207 for non-individuals) (due within 14 days)
9. Statement of Corporate Ownership (Fed. R. Bankr. P. 1007(a)(1)) (corporate cases only) (due within 14 days)
10. Attorney Compensation Disclosure (Fed. R. Bankr. P. 2016(b)) (due within 7 days)
11. Matrix and Verification of Creditor Matrix (Local Form 2)
12. Credit Counseling Certificate or a Motion for Exemption (Bankruptcy Code §§ 109(h) and 521(b)) (individuals only) (due immediately unless Petition item #15 indicates that the Credit Counseling Certificate will be filed within 14 days)
13. Statement of Your Current Monthly Income (Official Form 122 B) (individual cases only) (due within 14 days)
14. Filing Fee or Application to Pay Filing Fee in Installments. Only individuals may pay in installments.
15. Bankruptcy Petition Preparer's Notice, Declaration, and Signature (Official Form 119) (individuals only, if applicable based on page 8 of the Petition)
16. Statement disclosing any reasonably anticipated increase in income or expenditures over the 12-month period following the date of the filing of the petition (Bankruptcy Code § 521(a)) (to be included in Item 13 of Schedule I and Item 24 of Schedule J) (individuals only) (due within 14 days)
17. Records of any interest in an educational Individual Retirement Account or state tuition program (to be included in Item 24 of Schedule A/B and filed separately) (individuals only) (due within 14 days)
18. Statement About Your Social Security Numbers (Official Form 121) (individuals only) (due with petition or show cause hearing)
19. Chapter 11 Small Business Requirements. (Bankr. Code § 1116(1)): a. Balance Sheet; b. Statement of Operations; c. Cash-Flow Statement; and d. Federal Income Tax Returns; or e. Statement under penalty of perjury that no Balance Sheet, Statement of Operations, and/or Cash-Flow Statement has been prepared and/or no Federal tax return has been filed.